

INITIAL KSA LISTING

CLASS: LIBRARY TECHNICAL ASSISTANT (SAFETY)

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	Entry level knowledge of the principles of professional library and information sciences to perform required library duties.
K2.	Entry level knowledge of the principles of standard library reference tools to assist inmates/wards in locating material and conducting research.
K3.	Entry level knowledge of classification/cataloging techniques employed in fiction materials and pre-cataloging techniques employed in nonfiction materials to facilitate organization and access of materials.
K4.	Entry level knowledge of the standard practices of library science to facilitate effective library operations.
K5.	Entry level knowledge of library procedures to train and direct the work of inmates/wards (library workers) in library science.
K6.	Entry level knowledge of data processing techniques (e.g., computer, software/hardware, automated circulation systems, etc.) related to library and information sciences to perform required library duties.
K7.	Entry level knowledge of research methodologies (e.g., search engines, books, etc.) used to perform required library duties.
K8.	Entry level knowledge of library materials, including governmental publications, pamphlets, newspapers, manuscripts, periodicals, films, electronic delivery systems and microfilms to access resources.
K9.	Entry level knowledge of procedures of inter-library loan networks, copyright guidelines, and verification tools sufficient to coordinate inter-library loan activity to facilitate effective library operations.
K10.	Basic knowledge of inmate time keeping forms and supervisory reports (CDC 101), to ensure proper time is credited and to document work habits

Bold text- indicates not on Classification Spec.

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#	Knowledge, Skill, Ability
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	Skill to:
S1.	Use reference indexes, computer systems and information guides to catalogue, file and retrieve library materials.
S2.	Maintain cooperative relations with others in a manner which shows sensitivity, tact, and professionalism.
S3.	Communicate effectively within the institution with inmates/wards of various educational levels and backgrounds to determine and respond with sufficient information for their needs.
S4.	Direct and train inmates/wards in the operation, maintenance and utilization of library resources according to policy and procedures.
S5.	Facilitate library operations through learning readily and reasoning logically and accurately.
S6.	Maintain order; prevent escapes and injuries of inmates/wards to ensure a safe environment.
S7.	Control and maintain library materials and equipment.
S8.	Inspect premises for contraband (e.g. weapons, illegal drugs, etc.) to ensure the safety and security of the institution and public.

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#	Knowledge, Skill, Ability
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	Ability to:
A1.	Operate various types of office machines, such as photocopying machines, micro-readers, and computers to locate catalog information, word-process documents and produce letters and prepare reports.
A2.	Apply good judgment in making decisions in accordance with laws, rules, regulations, procedures, and library policies.

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#	Knowledge, Skill, Ability
Special Personal Characteristics:	
SPC1.	All persons must exhibit orderliness, tact, and neatness, and demonstrate an interest in library work and in assuming increasing responsibility
SPC2.	All persons must be willing to work with the resident population of a State correctional facility
Special Physical Characteristics:	
SPC3.	Persons appointed to positions in this class must be reasonably expected to possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, inmates/wards, or the public